



CITY COUNCIL

AGENDA REQUEST

AGENDA OF:	12-21-10	AGENDA REQUEST NO:	III-E
INITIATED BY:	LUIS C. RODRIGUEZ FLEET SERVICES MANAGER	RESPONSIBLE DEPARTMENT:	PUBLIC WORKS
PRESENTED BY:	MICHAEL LEECH <i>ML</i> ASSISTANT PUBLIC WORKS DIRECTOR	DEPARTMENT HEAD:	MIKE GOODRUM DIRECTOR OF PUBLIC WORKS <i>MW6</i>
		ADDITIONAL DEPARTMENT HEAD (S):	N/A
SUBJECT / PROCEEDING:	AUTO PARTS SUPPLIER CONTRACT APPROVE CONTRACT		
EXHIBITS:	CONTRACT		
CLEARANCES		APPROVAL	
LEGAL:	JOE MORRIS CITY ATTORNEY <i>JM</i>	ASST. CITY MANAGER:	KAREN DALY <i>Kd</i>
PURCHASING:	TODD REED PURCHASING MANAGER <i>P</i>	ASST. CITY MANAGER:	N/A
BUDGET:	BRYAN GUINN <i>BG</i> BUDGET MANAGER	CITY MANAGER:	ALLEN BOGARD <i>Allen Bogard</i>
BUDGET			
EXPENDITURE REQUIRED: \$		150,000.00	
AMOUNT BUDGETED/REALLOCATION: \$		150,000.00	
ADDITIONAL APPROPRIATION: \$		N/A	
RECOMMENDED ACTION			
Authorize a one-year contract with Sugar Land Auto Parts in a maximum amount of \$150,000.			

EXECUTIVE SUMMARY

Annually, the Fleet Division of Public Works solicits bids for auto parts commonly used in the repair and maintenance of the fleet. The FY11 bid package included 38 items ranging from motor oil and engine coolant to brake pads and windshield wipers.

On December 1, five bids were received. Through analysis of the bids, it was determined that Sugar Land Auto Parts was the low bidder and represents the best value for the City. Sugar Land Auto Parts was the City's auto parts supplier in FY10 and performed solidly in that capacity.

The Public Works Department recommends the City Council approve a contract with Sugar Land Auto Parts for auto part supply services for the period of January 01, 2011 through December 31, 2011. Budgeted funding is available in the fleet line item of user departments.

EXHIBITS

CITY OF SUGAR LAND
STANDARD CONTRACT FOR SUPPLIES
Over \$50K - Form Revised 3/24/10

I. General Information and Terms.

Supplier's Name and Address: Sugar Land Auto Parts
7894 US Highway 90A
Sugar Land, TX 77478

Description of Supplies: Auto Parts for the City of Sugar Land

Maximum Contract Amount: \$150,000

Effective Date: December 1, 2010

Termination Date: November 30, 2011

Renewal: The City may extend this Contract for four additional one-year terms on the same terms and conditions as provided for in the original term, by giving written notice of the extension to the other party at least 30 days prior to the termination date.

Contract Parts: This Contract consists of the following parts:

- I. General Information and Terms
- II. Signatures
- III. Standard Contractual Provisions
- IV. Additional Terms or Conditions
- V. Additional Contract Documents

II. Signatures. By signing below, the parties agree to the terms of this Contract:

CITY OF SUGAR LAND

SUPPLIER:

City Manager or Assistant City Manager

By: 

Date: _____

Date: 12-08-10

Reviewed for Legal Compliance:

